

Loudon County Government

Request For Qualifications/Proposal

Loudon County Purchasing
Leo Bradshaw, Purchasing Director
Susan Huskey, CPPB, CPA, Senior Buyer
Loudon, Tennessee 37774

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October 30, 2012

Criminal Justice Needs Assessment and Feasibility Study Loudon County Jail and Criminal Justice System Proposal No. 2012-289 Proposals Due by: November 27, 2012 -- 2:00 P.M.

LOUDON COUNTY GOVERNMENT IS REQUESTING QUALIFICATIONS PLANNING FIRMS TO PROVIDE SPECIFIED PROFESSIONAL SERVICES IN CONNECTION WITH THE LOUDON COUNTY JAIL AND CRIMINAL JUSTICE SYSTEM LOCATED AT 12680 HWY 11, WEST IN LENOIR CITY TENNESSEE.

SUBMISSION OF YOUR PROPOSAL MUST BE MARKED “**LOUDON COUNTY JAIL NEEDS ASSESSMENT**” ON THE FRONT OF THE PACKAGE AND DELIVERED TO THE LOUDON COUNTY PURCHASING OFFICE, 100 RIVER ROAD BOX 110, LOUDON, TENNESSEE 37774. PROPOSALS MUST BE RECEIVED IN THE PURCHASING OFFICE BY 2:00 P.M. NOVEMBER 27, 2012. LATE PROPOSALS WILL NOT BE CONSIDERED.

PLEASE REVIEW THE FOLLOWING DOCUMENTS CAREFULLY. INCLUDE ATTACHED VENDOR INFORMATION SHEET WITH YOUR PROPOSAL.

ALL QUESTIONS OR CONCERNS REGARDING THE PROPOSAL PROCESS SHOULD BE DIRECTED TO LEO BRADSHAW, PURCHASING DIRECTOR OR SUSAN HUSKEY, SENIOR BUYER AT 865-458-4663, MONDAY THRU FRIDAY BETWEEN THE HOURS OF 8:00 AM AND 4:30 PM.

Loudon County Government
Request for Qualifications/Proposals

Criminal Justice Needs Assessment and Feasibility Study
RFP No. 2012 - 289
Proposals Due by: November 27 2012 – 2:00 PM

VENDOR INFORMATION

Vendor_____

Address_____

City_____State_____Zip_____

Contact
Person_____

(Please Print)

Telephone Number _____ Fax Number _____

Email address _____

Authorized
Signature_____

Loudon County Government
Request for Proposal # 2012-289
Criminal Justice Needs Assessment and Feasibility Study
Proposal Due by: November 27, 2012
Time 2:00 P.M.

SECTION 1 GENERAL TERMS AND CONDITIONS

1. ADDITIONAL INFORMATION: ALL request for additional information ***MUST*** be routed to the Loudon County Purchasing Office, Leo Bradshaw, Purchasing Director or Susan Huskey, CPPB, Senior Buyer at 865-458-4663. Questions may be faxed to 865-458-4871 or emailed to bradshawl@loudoncounty-tn.gov or huskeys@loudoncounty-tn.gov

2. CONFLICT OF INTEREST: Vendor, by submitting a signed proposal, certify that ***no gratuity of any kind and no part*** of the total contract amount provided herein shall be ***paid directly or indirectly to any officer or employee of Loudon County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Vendor in connection with any goods provided or work contemplated or performed relative to the agreement.*** Vendor hereby represents that Vendor has not been retained or retained any persons to solicit or secure a contract with the County upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request.

3. NON-COLLUSION: Vendors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

4. NON-DISCRIMINATION: Loudon County agrees, warrants, and assures that no person shall be excluded from participating in the bidding process on the grounds of handicap, age, race, color, religion, sex or national origin.

5. REJECTION OF PROPOSALS: Loudon County reserves the right to reject any proposal, all proposals, or any part of a proposal. The County shall reject any proposal that is determined to be non-responsive. The County also reserves the right to reject the proposal of any Bidder who previously failed to perform

adequately for Loudon County or any other governmental agency. Loudon County expressly reserves the right to reject the proposal of any Bidder who is in default on the payment of taxes, licenses, or other monies due Loudon County.

6. AWARD: Loudon County intends to award this contract to the responsible Bidder or multiple Bidders whose proposal is most advantageous to the Loudon County Government, taking into consideration price and the other factors set forth in this RFP. Loudon County reserves the right to withdraw this Request for Proposal at any time, for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Loudon County reserves the right not to award this bid.
7. REQUEST FOR CLARIFICATION: The County may conduct discussions with responsible Proposers to assure full understanding of, and responsiveness to solicitation requirements.
8. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS: It is the responsibility of the prospective bidder to review the entire request for proposal packet. If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, it shall immediately notify the County of such error in writing and request modification or clarification of the document. The bidder shall also notify the County in writing if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or questions regarding the specifications or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for proposal opening. The County will make modifications, if needed, and issue a written revision and will give written notice to all parties who are on file in the Purchasing Office as having received a copy of this RFP.
9. SIGNING OF PROPOSAL FORMS: Vendors are to complete the proposal forms contained in the proposal package. Failure to complete the proposal forms may result in proposal rejection.
10. WAIVING OF INFORMALITIES: Loudon County reserves the right to waive minor informalities or technicalities in the proposal when it is in the best interest of Loudon County. Any such waiver shall not modify any remaining proposal requirements or excuse the Bidder from full compliance with the requested specifications and other contract requirements if the Bidder is awarded the Contract.
11. SUBMISSION OF PROPOSAL: Loudon County does not accept telegraphic or electronically transmitted bids. Proposals and modifications shall be enclosed in sealed envelopes and delivered to the Loudon County Purchasing Department, 100 River Road #110, Loudon, Tennessee 37774. The bidder shall show on the outside of the envelope proposal name.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the contract. Loudon County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

1. **MODIFICATIONS OR AMENDMENTS:** This contract may be modified only by a written amendment executed and signed by all parties hereto and approved by the appropriate Local Government agency officials in accordance with applicable local and state laws, charters, private acts, codes, rules, policies and regulations. Modifications or amendments shall not be binding on Loudon County without the prior written approval of the County Purchasing Agent.
2. **SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
3. **COMPLIANCE WITH ALL LAWS:** By submitting a response to this RFP the vendor commits to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations.
4. **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Loudon County, Tennessee regardless of any language in any attachment or other document that the Vendor may provide. Any legal action between the parties arising from this agreement shall be maintained in the Chancery Court and / or Circuit Court of Loudon County, Tennessee and shall have exclusive and concurrent jurisdiction of any disputes that arise hereunder.

Criminal Justice Needs Assessment and Feasibility Study
Request for Proposal No. 2012-289
For the County Jail and Criminal Justice System

Proposals due by November 27 at 2:00 P.M.

Loudon County Government is soliciting requests for proposals from Architectural, Engineering, and planning firms for professional services necessary to conduct a needs assessment and feasibility study for the Loudon County Jail and Criminal Justice System. The proposed project and required services are explained herein.

Project Overview:

1. The Loudon County Justice Center was constructed in 1975 and contains the General Sessions Court, The General Session's Court Clerk office, the Sheriff's Office, the county detention center and various other offices.
2. The original capacity of the detention center was 34 inmates. In 1991 renovation occurred that added 20 beds. In 2004 an addition added room for 36 beds.
3. Loudon County is located in eastern Tennessee, south of Knox County. The cities/towns of Lenoir City, Loudon, Greenback, and Philadelphia are located within the County. According to the 2010 U.S. Census, 48,556 citizens reside within the county.
4. The local criminal justice system includes the Loudon County Sheriff's Office, 9th Judicial District Attorney's Office, Public Defender's Office, Circuit Court, Criminal Court, General Sessions Court, Chancery Court, Lenoir City Police Department, Loudon Police Department, ETHRA Probations, State Probations, Juvenile Probations and child Probations.

Description of Project:

The needs assessment and feasibility study consists of a study of either an expansion or new construction of the County Jail, or new construction of a Criminal Justice Complex that will encompass the entire judicial function. The study should address the following items:

1. Examine the historical arrest trends in the County by collecting, tabulating, and analyzing data from Uniform Crime Reporting over the last five years to understand trends in both the number and types of arrests occurring in the County (by jurisdiction).
2. Examine jail data to document growth trends in the County's inmate population to include:
 - ✓ The monthly bookings (by jurisdiction), average daily inmate population, peak population each month, and the average length of stay.
 - ✓ Develop a profile of the current inmate population to help determine the number and type of jail beds needed to effectively support its future inmate population.
 - ✓ Provide inmate capacity projections for the next 20 years at 5-year increments.

- ✓ Recommend options for the County to meet short-term jail crowding conditions and options to consider for future growth. Include in these options strategies for reducing the average length of stay.
 - ✓ Project County demographics/population growth and its expected impact on future jail space capacity and needs.
 - ✓ If additional bed space is recommended, recommend the size, security level, potential sites within the County, and cost estimates associated with renovation or expansion of existing facilities, and/or new construction that would best suit current and future detention needs.
3. Examine data related to the courts including:
 - ✓ Evaluate the current court caseload.
 - ✓ Evaluate the current court spaces as well as support function spaces to determine needs.
 - ✓ Evaluate the current use of pretrial diversion and alternative sentencing options utilized by the county.
 4. Provide projected operational costs of a new jail facility or jail expansion. Provide projected facility costs of a new jail facility or jail expansion.
 5. Provide a proposed new jail facility or jail expansion plan. For a new jail facility offer proposed locations within the county. Also, include the cost if the Justice Center, i.e. court rooms, offices for support services, were included in a new facility. Also, include recommendations for other uses of the property if the jail/justice center is relocated elsewhere in the County.
 6. If a new jail is recommended and the current courts will continue to be used, describe costs associated with transporting inmates to court. Offer recommendations on costs and saving through the use of video arraignment technology.
 7. Conduct an inventory and assessment of the County Jail and Court Building to determine the physical condition and the conformance or non-conformance of the current facility with all applicable codes and standards. If a jail expansion is recommended and the current facility does not fully comply with ADA standards, describe how the jail expansion will comply. Describe the appropriateness or inappropriateness of the jail to its current use. Analyze the ability of the existing facility (jail and courthouse) to meet current and future demands. Describe the adequacy or inadequacy of the support areas (laundry, food service, storage, recreation, etc.) Identify whether these areas will support a jail expansion? If so, approximately how many beds?
 8. Recommend strategies to educate the public relative to problems associated with jail crowding, the evolution and meaning of applicable case law concerning jails, and the impact such case law has on the local jail. Also recommend strategies to build community support for new jail and/or court and support functions construction or expansion.
 9. The needs assessment and feasibility study should be completed within ninety (90) days of the bid award. The successful bidder should contact the county departments

in advance to schedule a time for the gathering of necessary information to complete the study.

10. Please include a contract with your RFP.

Statement of Qualifications:

Please provide in your proposal a maximum of thirty (30) pages to include the following information. It is requested that you submit your qualifications in this form and order for ease of the County in reviewing your qualifications.

1. List all previous related experience including:
 - a. Jails
 - b. Courts
 - c. Needs Assessments and Feasibility Studies
2. The proposal must include an organizational chart identifying the team that will be assigned to this project and outlining the individual and group experience and abilities of that specific team.
3. Describe your in-house capabilities including:
 - a. Architects
 - b. Engineers
 - c. Criminal Justice Specialist

If you utilize a consultant, that is not a full-time employee of your firm, please indicate so. Please also indicate if you will be teaming with other firms to complete this work.

4. Submit your proposed scope of work/work plan that you intend to follow for the above-mentioned scope.
5. Submit your proposed schedule for the full scope of work.
6. Submit your proposed fee.
7. You may include an appendix at the end of your submittal and include a maximum of thirty (30) additional pages of information you wish to add for the County's review. This would be information not included in the above-mentioned (30) pages.
8. Twelve (12) hard copies and one electronic version are due no later than the date indicated as the closing date.

Communication with the County

All proposals shall be in writing and submitted to:

Mr. Leo Bradshaw, Purchasing Director
100 River Road, Loudon, TN 37774
Phone: 865-458-4663, Extension 101
Fax: 865-458-4871
bradshawl@loudoncounty-tn.gov

In addition, all proposer communications concerning this program should be directed in writing or by telephone to the above-named person and address.

Specifications and requirements for this program may be reviewed at: www.loudoncounty-tn.gov
or

Mr. Leo Bradshaw, Purchasing Director
100 River Road, Loudon, TN 37774
Phone 865 458 4663 ext. 101

Selection Criteria:

- Statement of Qualifications: 10 points maximum
 - Senior Architect Experience
 - Criminal Justice Specialist/consultant Experience
- Company Background: 20 points maximum
 - Demonstrate the team (including subcontractors) qualifications and experience relating to the requested services.
- List of Completed Projects: 10 points maximum.
 - A summary of the firms' relevant experience and level of responsibility for the last (3-5) similar projects in terms of assessment, facility type, and dollar values.
 - Projects finished within specified time frame. If not why?
- In-house Preconstruction Expertise: 10 points maximum
- Assessment/Feasibility Study Expertise:
 - The proposer's senior architect, the Architect of Record, assigned to the Project must have previous experience in conducting needs assessments and feasibility studies as well as professional preconstruction design experience. Also experience in Jail and Courthouse construction a plus.
- Project Approach Proposal: 20 points maximum
 - An organizational chart is submitted for the firm and key members of this Project Team, including sub-consultants and any specialty sub-consultants proposed. Indicate which positions may be filled by the proposing firm and which positions may be filled by sub-consultant staff.
- Project organization/staffing: 20 points maximum
 - Describe the firm's experience and involvement with the assessment, design, and construction administration service. Describe the firm's experience and involvement with conducting the most recent needs assessments /feasibility study. Description of project size, duration, and budget and schedule performance. Description of how communication and coordination with Owner staff will be maintained. Describe communication procedures that will be used to maintain good coordination with Owner's Project team and the community, and successful interaction and engagement with the public, including describing the approach to the primary elements of the Statement of Work.
- Presentation: 10 points maximum.
 - Qualified proposers will be invited to make formal presentations to the selection team. Scoring will be based on presentation and information provided to the team.
- TOTAL POINTS: 100

Bid Award:

Proposals will be received until 2:00 P.M. November 27, 2012. The proposals then will be given to the County Corrections Partnership Committee. This Committee will evaluate the proposals and determine the top 3 or 4 proposals. These top 3 or 4 companies will be asked to present their proposal to the Committee. The Committee will select from this group the Company that will be awarded the contract for this service.

The Firms submitting Proposals are not to contact or communicate with any member of the County Corrections Partnership Committee during this evaluation process. The Firms selected for presentations will have time during or at the end of their presentation for question and answer with Committee members. A violation of this rule will result in their proposal not being considered.